

**The Activities of Writing Company Profile of Faculty of Engineering
at Public Relations & Cooperation Faculty of Engineering**

Universitas Sebelas Maret



Internship Report

**Submitted to meet a part of the requirements to obtain
an *Ahli Madya* Degree in English Language**

by

Yosephine Anindhita Raras Pramesthi Wijaya
C9312071

**English Diploma Program
Faculty of Cultural Sciences
Universitas Sebelas Maret
Surakarta
2016**

APPROVAL

The undersigned below has approved that this internship report is ready for examination. All the content in this report, however, is solely the responsibility of the writer.

Title of Internship Report:
the Activities of Writing Company Profile of Faculty of Engineering at Public Relations & Cooperation Faculty of Engineering Universitas Sebelas Maret

Name of Intern:
Yosephine Anindhita Raras Pramesthi Wijaya- C9312071

Surakarta, 1st July 2016
Internship Supervisor



Agus Dwi P.,S.S.,M.CALL
NIP 197408182000121001

ACCEPTANCE

The undersigned below hereby state that this internship report has been approved and accepted by the Board of Examiners at English Diploma Program, Faculty of Sciences, Sebelas Maret University

Title of Internship Report:

the Activities of Writing Company Profile of Faculty of Engineering at Public Relations & Cooperation Faculty of Engineering Universitas Sebelas Maret

Name of Intern:

Yosephine Anindhita Raras Pramesthi Wijaya - C9312071

Date of Examination:

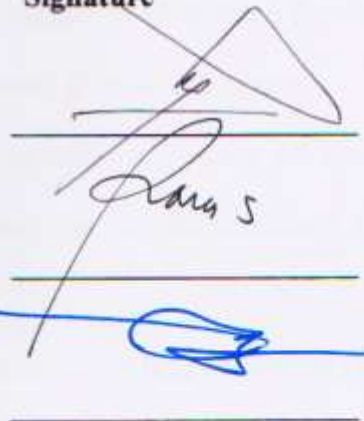
26th July 2016

Board of Examiners

Name, Position

1. **Yusuf Kurniawan, S.S., M.A**
NIP 197111301999031001
Chair
2. **Rara Sugiarti, M.Tourism**
NIP 196305301990032001
Secretary
3. **Agus D. Priyanto, S.S., M.CALL**
NIP 1974081820001211001
Examiner

Signature



**Approved by Dean,
Faculty of Cultural Sciences,**

Prof. Drs. Riyadi Santosa, M.Ed., PhD
NIP 196003281986011001

ACKNOWLEDGMENT

All praises to God for the abundant blessing. In establishing this internship report, there are people who helped the writer directly or indirectly so that I could finish it. I offer my sincerest gratitude to:

1. Prof. Drs. Riyadi Santosa, M.Ed., Ph.D., the Dean of Faculty of Cultural Sciences, Universitas Sebelas Maret
2. Agus Dwi Priyanto, S.S., M.CALL the Head of English Diploma Program, Faculty of Cultural Sciences, Universitas Sebelas Maret, and also my internship supervisor, who always guide me in writing this final project.
3. Karunia Purna Kusciati, S.S.,M.Si., as my academic supervisor, always guiding me from the very beginning of the study up until now.
4. All of the lecturers of English Diploma Program of Universitas Sebelas Maret for the guidance and the knowledge that were given to the writer.
5. Dr. techn. Ir. Sholihin As'ad, M.T., the dean of Faculty of Engineering Universitas Sebelas Maret, for permitting me to do internship at Public Relation & Cooperation
6. Public Relations & Cooperation supervisor, Ari Kusbiyanto, A.Pi.,for the kindness and the guidance when I did the internship activity,
7. Drs. Ponco Nurhadi, M.Si and Ir. Rizon Pamardhi Utomo, M.U.R.P who always guide and give suggestion for the better company profile
8. All of Faculty of Engineering staffs, for such wonderful welcome.
9. My parents, mom and dad, who never stop to motivate me to face it all and also be stronger for everyday.
10. My super friends; Ulfa, Silvi, Dita, Ayik, Ghea, Agatha, Oki, who always remind me to keep fighting no matter what happens.

11. All my friends in English Diploma Program, especially Class C 2012. So much love in these three years, hopefully we can keep our friendship forever.
12. All of my friends that cannot be mentioned one by one, for always support me

Surakarta, 30th June 2016

Yosephine Anindhita Raras Pramesthi Wijaya

ABSTRACT

Yosephine Anindhita Raras Pramesthi Wijaya. 2016. **The Activities of Writing Company Profile of Faculty of Engineering in Public Relations & Cooperation of Faculty of Engineering Universitas Sebelas Maret.** English Department Diploma Program. Faculty of Cultural Sciences.Universitas Sebelas Maret

This internship report was written based on internship activities at Public Relations & Cooperation Division for a month. It started from 1st February 2016 until 29th February 2016. This report discusses the activities while writing the company profile. This report covers the process of writing the book and problems that faced during the process.

The steps of writing the company profile of Faculty of Engineering are as follows: looking for reference, arranging list of content for company profile book, looking for information and data for the content of company profile book, writing of the company profile, consulting, and evaluating.

I find some problems which occur in process of writing the book. the problem are mostly caused by lack of information and lack of vocabulary. In order to minimize the problem, I should look for some reliable sources and information and use some strategies in translating.

TABLE OF CONTENTS

APPROVAL	ii
ACCEPTANCE	iii
ACKNOWLEDGEMENT	iv
ABSTRACT	vi
TABLE OF CONTENT	vii
LIST OF TABLES AND FIGURES	viii
Chapter 1 Introduction	9
A. Background	9
B. Benefits	10
Chapter 2 Public Relations & Cooperations Faculty of Engineering Universitas Sebelas Maret Surakarta	11
A. Short Profile of Faculty of Engineering Universitas Sebelas Maret Surakarta	11
B. Managemement of Public Relations & Cooperation of Faculty of Engineering Universitas Sebelas Maret Surakarta	13
C. Vision and Mission of Faculty of Engineering	14
D. Plan of Faculty of Engineering Universitas Sebelas Maret	14
E. Short Profile of Public Relations & Cooperation of Faculty of Engineering Universitas Sebelas Maret Surakarta	14
F. Job Description of Public Relations Officer at Public Relations & Cooperation	15
Chapter 3 Internship Activities	17
A. Activities in General	17
B. Process of Writing the Company Profile of Faculty of Engineering Universitas Sebelas Maret Surakarta	21
C. Problem that Faced in the Process of Writing Company Profile of Faculty of Engineering	25
Chapter 4 Conclusion and Recommendation	27
A. Conclusion	27
B. Recommendation	28
REFERENCES	29

LIST OF TABLES AND FIGURES

TABLES

Table 3.1. Activities of Internship in Writing of Company Profile Faculty of
Engineering Universitas Sebelas Maret Surakarta

Table 3.2. Solution of the Source Language Term

FIGURES

Figure 2.1. Organization Structure of Faculty of Engineering Universitas Sebelas
Maret Surakarta

Figure 3.1. Process of Writing the Company Profile

Figure 3.2. List of Content for Company Profile